

Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

NOTE:

This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration's duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

Destruction Reporting:

- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

Records Not on the General Schedule:

- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).
- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).

Resources:

- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department's Information Policy Analysis Division (www.ipad.state.mn.us) will assist with questions relating to privacy and other information policy laws.
- The Minnesota State Archives and the state's Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.
- The Association of Minnesota Counties can be contacted through its web site (www.mncounties.org/).

Schedule Updates:

- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.
- A supplement to the schedule for Community Corrections was issued in January 1990.

TREASURER

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. ABATEMENTS AND ADDITIONS TO THE CURRENT YEARS TAX LISTS Forms showing name, address, parcel number and amount of either abatement or addition.	MS 385.01-385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
2. AUCTIONEER'S BONDS Surety bonds required to apply for an auctioneer's license.	MS 330.02	Publ	MS 13.03	Curr			While in force.	N
3. ABSTRACTS OF PAYMENT Welfare, community corrections, hospital; accounts payable and payroll. Listing of each warrant/check individually showing name, address, and amount.	MS 385.04	Publ Priv	MS 13.03 MS 13.43 MS 13.46	Post Curr	Cash Management.	Treasurers Office Staff (Certain Welfare/ Personnel data)	6 yrs.	N
4. BANK STATEMENT ON CHECKING ACCOUNTS Reports needed for proper cash management.	MS 385.04	Publ	MS 13.03	Post Curr			6 yrs.	N
5. CANCELLED WARRANTS/CHECKS All warrants/checks issued by County by sequence and by number.	MS 385.04	Publ Priv	MS 13.03 MS 13.43 MS 13.46	Post Curr	Cash Management.	Treasurers Office Staff (Certain Welfare/ Personnel data)	6 yrs.	N
6. COLLECTION REGISTER A listing of all payments collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr	Cash Management.	Treasurers Office Staff (Certain Personnel data)	20 yrs.	N
7. CORRESPONDENCE FROM BANKRUPTCY COURT Letter pertaining to County property owners filing bankruptcy, also listing times and dates when claims should be filed.	MS 386.45 21 (g) Federal Bankruptcy Act, 11 USCA			Post Curr	To aid County in collecting delinquent taxes.		7 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
8. DAILY DEPOSIT RECORDS Forms showing by bank the amounts and from whom received.	MS 385.04	Publ	MS 13.03	Post	Cash Management.		2 yrs. after State Audit.	N
9. DELINQUENT PERSONAL PROPERTY TAX LISTS List showing by taxing dist. which taxpayers have and how much delinquent personal prop. tax they owe.	MS 277.02	Publ	MS 13.03	Pre Post Curr			7 yrs.	N
10. DISTRIBUTION SETTLEMENT Real estate, mobile home, personal property. Worksheets.	MS 385.20 - 385.21	Publ	MS 13.03		Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
11. GENERAL JOURNAL CASHBOOK A listing of all payments, collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr	Cash Management.	Treasurers Office Staff (Certain personnel data)	Permanent	N
12. INVESTMENT RECORDS County investment confirmation records, worksheets reflecting daily activity, bank copies of fund transfers, investment worksheets showing amounts invested.	MS 471.56 MS 471.66		Chapter 385		Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
13. MOBILE HOME TAX CERTIFICATES Forms that list if current, delinquent taxes are paid, if exempt explains why.	MS 385.01 - 385.40	Publ	MS 13.03	Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		1 yr.	N
14. NAME, ADDRESS UPDATES BY TAXING DISTRICT Copies of deed transferring title of property for tax lists.	MS 385.01 - 385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		2 yrs.	N

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15. NOTICE OF TRANSFER OF SECURITIES, ASSETS, OR FUNDS ON DEPOSIT A listing that the depository intends to transfer to the named transferee(s) securities, assets or funds on deposit in which the decedent individually, or with others appeared to hold an interest.	MS 291.20	Publ	MS 13.03 2 MCAR, Sec. 1.202	Post Curr			6 yrs.	N
16. OVER REMITTANCE Refunds of over payments.	MS 385.04	Publ	MS 13.03		To facilitate responsibilities of Co. Treasurer.		6 yrs.	N
17. PLEDGED SECURITIES FOR SAFEKEEPING OF COUNTY FUNDS Securities pledged to the County as collateral for deposits over FDIC limits.	MS 118.01	Publ	MS 13.03	Post Curr	Cash Management.		2 yrs. after State Audit.	N
18. REAL ESTATE TAX COMPUTER PRINTOUT Computer printouts of payments, name, address, updates, homestead and ag. credit limitations and ID numbers.	MS 385.01- 385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		2 yrs	N
19. REGISTERED WARRANT REGISTER A register listed in order of registration the warrants not paid for want of funds.	MS 385.31	Publ	MS 13.03	Pre Post Curr	Cash Management.		10 yrs.	N
20. ROAD AND BRIDGE CONTRACTORS BONDS Surety bond for road and bridge dept. construction and supplies.	MS 574.28	Publ	MS 13.03	Post Curr			After State Audit and certification of contract.	N
21. SAFE DEPOSIT BOX REPORTS An inventory of decedents safe deposit box.	MS 291.20	Publ	MS 13.03 2 MCAR, Sec. 1.202	Pre Post Curr	To accurately detail items held or stored.		7 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST		PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				CURR					
22. STATE DEED TAX MONTHLY REPORTS Reports of amounts collected and amounts disbursed to the State of Minnesota.	MS 287.29	Publ	MS 13.03	Post		Administration of State Deed Tax.		6 yrs.	N
23. TAX LISTS AND STATEMENTS Tax list separated into taxing district (R.E., Personal Prop., Mobile Home, and Trans. Line).	MS 385.01 - 385.40	Publ	MS 13.03	Curr		Forms generated to facilitate the adm. of the tax system.		10 yrs.	N
24. TAX RECEIPTS Receipts showing date, amount paid and who paid the tax. Real Estate, Personal Property and Mobile Homes.	MS 385.01 - 385.40	Publ	MS 13.03			To facilitate responsibilities of County Treasurer.		10 yrs.	N
25. TRANSIENT MERCHANT BONDS	MS 329.11	Publ	MS 13.03			To facilitate responsibilities of County Treasurer.		When in force.	N
26. TREASURER'S MONTHLY FEES REPORTS Reports of fees collected for services rendered.	MS 385.38 MS 385.373, Sub. 5	Publ	MS 13.03	Post Curr		Administration of State Deed Tax.		6 yrs.	N
27. WARRANT REGISTERS A listing of all payments collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr		Cash Management.	Treasurers Office Staff (Certain personnel data)	20 yrs.	N

**SEE OTHER SECTIONS OF THIS GENERAL SCHEDULE FOR RECORDS SERIES NOT LISTED HERE.